

Department of Workforce Services, Utah Office of Child Care  
**Advisory Committee Meeting**  
Department of Health  
260 North 1460 West, Salt Lake City  
Room 101  
10:00 a.m. – Noon  
**September 14, 2005**

*Presiding: Carrie Stott – Chair*

<b>Time</b>		<b>MINUTES</b>	<b>Presenter</b>
10:00 a.m.	1.	Welcome .....	Carrie Stott
10:05 a.m.	2.	Review Minutes from July 27 <sup>th</sup> planning meeting ..... <ul style="list-style-type: none"><li>• Discuss the four new Sub-Committees</li></ul>	Carrie Stott
10:15 a.m.	3.	Licensing Update .....	Donna Thomas
10:25 a.m.	4.	CCPDI Update ..... <ul style="list-style-type: none"><li>• Introduce new Executive Director and Coordinator</li></ul>	Teresa Whiting
10:40 a.m.	5.	Director's Report..... <ul style="list-style-type: none"><li>• Economic Impact of Child Care Study</li><li>• Posting for new W&amp;FL position</li></ul>	Lynette Rasmussen
11:00 a.m.	6.	Old & New Business, Chair Comments .....	Carrie Stott
11:45 a.m.	7.	Public Comment	

**ADJOURN**

**Attending (\* denotes voting member):**

\*Carrie Stott  
Lynette Rasmussen  
\*Laura Traum  
\*Sarah Yerman  
\*Theresa Creel  
\*Donna Thomas  
\*Scott Nielsen  
\*Carolyn Forbush  
\*Sheila Lewis  
\*Erin Trenbeath-Murray  
Susyn Keel  
Ann Stockham

Teresa Whiting  
Caroline Kueneman  
Colleen Fitzgerald  
Kari Child  
Johnny Anderson  
Karen Silver  
Lori Maughan  
Shauna Lower  
Heidi Radeke  
Shelly Carver  
Eloina Goff

**Excused/Absent:**

\*Bobbie Ikegami  
\*Anna Anderson  
\*Jan Bennett  
\*Meg Buonforte  
\*Karen Crompton  
\*Judie Erickson

\*Kris Hale  
\*Pete Maiden  
\*Judy Miller  
\*Janet Wade  
\*Hydee Willis

**Welcome**

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Carrie welcomed everyone to the meeting today. She began by asking everyone to go around the room and introduce themselves. There were three new members attending, Theresa Creel from IHC Child Development Center representing corporate community, Laura Traum from Ogden Head Start representing UAEYC, and Carolyn Forbush from YWCA representing child care centers.

Carrie announced that Sheila Lewis received the Organization Leadership Award from the National Association for Family Child Care (NAFCC). Sheila received this award in July at the NAFCC National Conference in Denver, Colorado. Congratulations to Sheila!

Carrie asked Lynette to share her experiences at Camp Williams over the last few weeks. Lynette was called last Saturday by John Nixon to put together a child care center at Camp Williams so that parents can begin to look for housing, work and apply for assistance. Lynette shared a slide show of the process of putting together the center and of the children who are attending. It's been a very rewarding experience for everyone involved. Head Start, Child Care Resource and Referral and the Bureau of Licensing are helping to staff the center. It is expected to run until October 1<sup>st</sup>.

**Review Minutes from July 27<sup>th</sup> Planning Meeting**

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On July 27<sup>th</sup> we held a planning meeting to discuss how the Advisory Committee would meet during the upcoming year.

It was decided that the full committee will meet every other month. On the months the full committee isn't meeting, the sub-committees will meet. The sub-committees will have teleconferencing capabilities for those who are not able to physically attend the meeting.

There are going to be four sub-committees this year with the possibility to create ad hoc sub-committees as needed. The four standing sub-committees are:

- Infant toddler Sub-Committee- focus on baby steps program
- School-age Sub-Committee- work on the new network, and the supply and demand study
- Quality Sub-Committee- quality improvement grants, professional development, CCR&R and other quality initiatives
- Public Awareness Sub-Committee- promote quality child care

We need volunteers to chair each of the sub-committees. If you are interested, please let Christi know. The responsibilities of the chair are to guide the meetings and to report back to the committee at the full meetings.

Also during the planning meeting, Lynette discussed other ideas that she is working on including coordination with the Women's and Marriage Commissions and The State Council, forming a Care About Child Care Committee, and inviting the new CCPDI Director to attend our Advisory Committee Meetings.

## **Licensing Update**

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Licensing staff is helping out at Camp Williams and is very excited to do so.

Donna has been re-writing licensing rules (the way licensing does inspections, and sanctions). She has a copy of the initial draft and is welcoming comments on it even though it is not the official comment period. Please email comments to Donna.

Everyone has received final training on the notebooks. They seem to be a huge success, positive comments from staff and providers. All licensors are now using them. Donna thanked OCC for the funds to purchase the notebooks. The Archiving function isn't working yet, but the Department is working on it. There wasn't enough money to purchase the printers, so licensors still need to take the report back to the office and print it and mail it to the providers.

The audit report is complete. It will be available to the public next week. There are not big surprises.

There is no new director in licensing yet. There hasn't been one since December 1<sup>st</sup>. The division director has been great in stepping in and making decisions though. The Department wants to be sure to make the right decision. They are taking their time and may open the process up again.

## **CCPDI Update**

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Teresa is very happy to introduce Shauna Lower as the new Director of CCPDI. Shauna has experience as a director of a child care center, she was once the director of the Metro CCR&R and is currently a Career Ladder trainer at the CCR&R.

## **Head Start Update**

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The Goal of Head Start is to break the cycle of poverty for families and help families rise out of poverty. Head Start is not just education for children; it's a big part of it, but not the primary goal. Every family is assigned a family advocate. The advocates set very specific goals with parents. Erin explained that Head Start believes that you can't care for the child part of the day and "fix" the child. You need to fix basic needs of the family first- food, health, and shelter. Erin's program in Salt Lake and Tooele Counties serve 2400 children.

There are two different Head Start programs:

Early Head Start serves pregnant women, infants and toddlers.

Head Start serves three, four, and five year olds.

Studies show that the investment has to begin as early as possible, in Early Head Start. If a child is with the program for more than two years the family has a better likelihood of getting out of poverty.

A family of four cannot make more than 19,100 to qualify. A family can qualify for food stamps and be too rich to get into head start. This program is for the poorest of poor. It's a free program for families – tax dollars pay for this. Most families are undocumented families and don't qualify for child care assistance, CHIP, or Medicaid. 952 children of the 2400 are primarily Spanish speaking. A new policy requires that all Head Start teachers must have a degree in early childhood education by next fall. Because of this, Head Start has been losing a lot of staff to the school districts (better benefits).

Head Start is funded from Federal to local entities with no state money. Utah is one of nine states in the country that doesn't receive state funding. Entities don't need to be a non-profit. In some states cities receive the grant. Each program must meet performance standards. Because they are to the extreme, it sometimes makes it difficult to collaborate with child care centers. Head Start must meet all kinds of regulations.

The Head Start program is the payer of last resort- Head Start tries to access CHIP, Medicaid, and other assistance for families first. Head Start will pay for any medical treatments the children need, including mental health. Head Start provides breakfast and lunch. Head Start has full disability services. 15% of the children have special needs (Federally required to serve 10%). Erin's program stays under 9% for Administration.

### **Questions**

*What is the success rate of parents?*

Don't know any statistics on that yet. There is a study being completed soon that will have some data on that. Laura Traum said that there has been so much focus on the Good Start Grow Smart initiative that all studies have been focused on the child. There will be more growth towards parent/family outcomes in the next few years. To view studies completed by Head Start visit [http://www.nhsa.org/research/research\\_study.htm](http://www.nhsa.org/research/research_study.htm).

*Are most single parents?*

Depends on the Head Start program in the area. In Erin's area its Primarily two parent households, dad works, and 25 year old mom stays home with five kids. The homeless shelter has transient and drug abuse cases.

*Why are our tax dollars paying for undocumented families?*

In federal law, the children are citizens and deserve the education. Head Start also serves the Polygamist community because of the same reason- it's not the children's fault.

### **Early Learning Guidelines Update**

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The development of the Early Learning Guidelines has been in the process for the last year. We are finally nearing the end of the project. Sarah Yerman with the State Office of Education has been working with the Utah Family Center and OCC to develop and come up with a distribution plan of the Early Learning Guidelines. The pamphlet that is being handed out today is just the small, brief guidelines. There is a parent pamphlet that will give strategies on how to achieve the goals and give curriculum ideas.

The Utah Family Center's responsibility is to make it parent friendly and distribute to parents, State Board of Education will distribute to teachers and Office of Child Care will make it provider friendly and distribute to child care providers.

USOE is making a strong recommendation that school districts have kindergarten orientation in the fall before children begin school and distribute the information then, so that families have time to prepare children based on the guidelines.

The pamphlets will also be distributed to libraries, public health centers, bookmobiles, and pediatrician offices. If you have any other suggestions please send them to Sarah Yerman.

The guidelines will be available on USOE's and OCC's website. If anyone would like to link to it from the OCC website, please contact Christi.

The Care About Child Care commercials will follow the early learning guidelines. The plan is to have one commercial for each domain. The next commercial is focusing on math. It will be launched at the Child Care Professional Development Conference in May. (Lynette showed the commercial).

In addition, the CCR&R currently has a 40-hour training based on the early learning guidelines. They are giving the small pamphlet to providers that attend the training.

### **Questions**

*What literacy level are the guidelines written to?*

The parent education workshops will be face to face at the time they receive them. The checklist is very user-friendly.

Erin has been thrilled with the public service announcements. She feels they've done a lot of good and are very helpful.

### **FY06 OCC Projects**

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**Caroline-** The Out of School Time Supply and Demand RFP will be released next week. Goes out through the state system. Let us know if anyone is interested in applying. This study will show us what parents want in afterschool care.

**Ann-** Family Friend and neighbor license exempt study. Still trying to determine scope of project, in very beginning stages. We want to find out about these providers- who is watching the kids- relatives, neighbors, for how long, demographics, do they have any training, what supports do they want? Hope to have the results of the study by next June or July.

**Colleen-** Releasing an RFP to create a network of infant toddler specialists. The specialists will work with the Baby steps participants. This will also enable Colleen to begin looking at ideas to expand the Baby Steps program. Colleen's goal is to award the contract in December 2005. The specialists will be employees of the agency who wins the RFP.

**Susyn-** Policy has been simplified so that child care is issued in a more timely manner. Workers have been trained; the second part of the goal is to educate child care providers.

Dave and Ann will be working with workers out in the offices, sitting with the workers to train and mentor them. Susyn will be meeting with child care providers to discuss how this works from their side. The purpose of this is so that those who work with the subsidy can understand the detail and purpose of the policy as it was meant to work through the minds of those who wrote the policy. One of the challenges that DWS has is the high turnover of employees.

Johnny Anderson asked what do employees site in their exit interviews as the reason for leaving? How come Lynette's idea of having specialists hasn't taken over? Some employment centers are trying this idea. Part of the reason is that only 700 of the 7000 cases are child care only. Others have all the other programs also. The department wants families to only have to see one person rather than having several caseworkers (one stop centers). With the problems and turnover, Johnny thinks it makes more sense to have specialization. Lynette agrees that it's worth exploring.

OCC has simplified the policy, now we're just starting to see the fruits of those changes. We need to see what the benefits are. Then we can continue to address the issue.

Johnny made the comment that as we have opportunities to be in front of policy makers it seems that DWS makes a “rosy” picture of things. Providers don’t have the same picture. If policy makers were better educated, they would be able to make better decisions. A few years ago Erin was on a committee where a management program was hired to do a study of the department. The findings were very negative and showed all the problems that the department has with turnover. The legislators knew darn well that there was a problem two years ago. It was a full-blown open book meeting. It wasn’t specific to child care; it was internal problems with DWS workers.

Scott Nielsen asked about the release forms that parents could sign so that providers can receive more information on a parent’s case. When will those forms be available to everyone? Susyn would like all providers to be able to use the forms, but it needs to be understood that only Susyn can receive them. Caseworkers cannot be expected to use them and keep track of the releases. Susyn will research how this could best be implemented.

**Teresa-** Quality Improvement Grant simplifications are being made. Lynette asked Teresa to simplify the QI Grant in two ways. The first being to simplify the process and save time for the CCR&R QI Consultants. Second, to find out what providers like, dislike and suggest for improving the QI Grants. Each CCR&R will be hosting provider meetings to talk about the QI grants. The suggestions will come back to this Quality Sub-Committee to discuss how the grant should be revised.

This handout shows the changes made to simplify the process for CCR&R. The next step will be meeting with providers.

The new QI Grant RFP will be available on OCC’s website at the end of the month.

## **Director’s Report**

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Lynette wanted to let everyone know that we will not routinely give a report of everything that we are doing, but since we’ve been away all summer, she wanted to give an update of what’s been going on at OCC.

**The Economic Impact Study** was released. You should have all received a packet from the press conference. The Tribune and Deseret news did a terrific job on the articles they printed. OCC will be using the information to educate decision makers and advocates are welcome to use the information as well. Child care is infrastructure so that parents can work. We want to frame child care in a different way- show it as an industry. The information is accurate and in economic terms.

**OCC Job Postings-** OCC has just closed a posting for a Community Relationship Specialist. Also, Carol Walker has resigned at the Women’s Commission Coordinator so that position will be posting soon.

**Work/Life Awards-** open for nominations. The sponsor this year is the Society for Human Resource Management (SHRM). Shalome is at the SHRM Conference this morning hosting a table for participants to nominate a company at a laptop set up at the table.

**Care About Child Care-** We showed the new commercial earlier in the meeting. This new commercial will come out next spring. Lynette has begun work on the organizational structure. The sole purpose of the foundation is to raise money to help draw down federal dollars. Lynette has a goal to present the formal structure by next spring. This includes, written bylaws, a formal board with job descriptions and a fund raising strategy. We don't want to compete with other non-profit agencies.

Erin asked if DWS will put child care on the priority list this year? DWS has it as number four this year. Last year DWS had it as number four as well, but the advocates moved it to number two. After the Governor's budget comes out, DWS/OCC is silent.

We will be working on obtaining kindergarten funds for matching this year.

### **Old & New Business, Chair Comments**

#### **Grant Policy for Provider Suspension-**

The new policy for suspending providers who fail to meet the requirements of their OCC grant is in your packet as an FYI. This policy has already gone into effect. It was written with the guidance of DWS legal council. We are working to get it put into rules.

### **Public Comment**

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We are out of time. Please send any public comment to Christi to have included in the minutes.

### **Adjourn**